

## COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



School of Professional Education  
and Executive Development  
專業進修學院

SPEED

The College now invites applications for the following posts:

### Human Resources Office

**Human Resources Assistant II (part-time) (two posts)** (Ref. 210205-05)  
[Appointment period: twelve months]

### Duties

Appointees will (a) provide clerical support to recruitment related work; (b) perform document scanning and filing, and (c) perform any other duties as assigned.

Appointees will work three to four half-days per week or equivalent.

### Qualifications

Applicants should have (a) at least Grade E/Level 2 or equivalent in five subjects in HKCEE or HKDSEE including English Language (at least Grade C if Syllabus A), Chinese Language and Mathematics; (b) a good command of English and Chinese, and (c) good proficiency in computer applications including MS Word, Excel and Chinese word processing.

Possession of clerical working experience will be advantageous.

### Remuneration

Salary offered will be commensurate with qualifications and experience.

### Application

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](http://www.cpce-polyu.edu.hk/chro/app_form/). For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Recruitment will continue until the positions are filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

February 2021